

Calculating Tax & Freight

by Accounts Payable



SALES TAX

LOCATION, LOCATION, LOCATION

Use the **destination** to calculate tax.

Sales Tax

When you requisition a Purchase Order (PO), you'll need to choose the correct sales tax. Without it, the payment will be delayed.

Sales tax varies by location, so how do you know you've got it right?

Hot Tips

Use the delivery address to calculate the tax

The mailstop should always be the same as the "ship to" location.

Mailstops are searchable in Oracle

Log into iProcurement and go to the "Shop" tab. Click Procurement Information, then Expense

Freight

If you know the item you're buying will be shipped, add a line for freight when you requisition the PO.

Hot Tip

What if I don't know how much it'll cost?

You can estimate the cost, or add \$1 in the freight line as a placeholder.

**Talk to
the Experts**

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